



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Information Technology Director

FLSA: E

SERVICE: Unclassified

REVISED: 7/1/05

Summary: Under general direction, performs technical and administrative work of unusual difficulty in planning, maintaining and directing the functions and programs of the IT department, and performs related duties as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Coordinates, assigns and supervises the work of assigned department staff.
- Coordinates and directs ongoing and long-term activities and programs.
- Plans and schedules work flow to meet schedules and user demands.
- Determines criticality of job priorities, resolves scheduling problems.
- Ensures preventative maintenance for computer and related peripheral equipment is in accordance with established procedures and protocols.
- Provides advice and recommendations to the County Manager.
- Analyzes needs and recommends hardware, software and staffing.
- Maintains liaison with users. Ensures uniform and effective application of services.
- Develops information processing and technology policies and procedures. Prepares and updates manuals.
- Provides users training.

Knowledge and Skills:

- Knowledge of the applications, capabilities and operating principles of computer software and peripheral equipment.
- Knowledge of quality control standards.
- Knowledge of Windows environment, Internet connectivity, networking and E-mail.
- Knowledge of training methods and procedures.
- Knowledge of the principles and practices of supervision.
- Skill in analyzing and determining the sources of and resolving computer problems and malfunctions of hardware and software.
- Skill in analyzing the needs of users and develop and implement necessary programs.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Minimum Qualifications:

Bachelor's Degree in Computer Science, Mathematics or closely related field; AND seven years progressively responsible experience planning, organizing and operating technical support, operations, or data communications function(s); AND three years supervisory experience.